

## Financial Summary Table Instructions:

1. Cells are protected. They can only be modified by the State.
2. Financial information under the "Current" shall include financial information from all administrative modifications processed after the last amendment. Highlight changes made through this amendment.
3. MPOs shall provide an excel copy of the financial summary when transmitting an amendment to Caltrans.
4. When the cursor is placed over the funding source with the red triangle on upper right corner of the cell, the description box will be displayed.
5. For "Other" funding sources (e.g. Regional Other, State Other etc.), MPOs shall include all applicable funding sources and the corresponding funding amounts for both "Revenue (Appendix 1-7)" and "Programmed (Appendix A-F)" sections of the financial summary. This information has been linked to the Revenue/Programmed cells of the financial summary. Upon entering the financial data in the appendices, information will be automatically reported in the financial summary template under "Other".
6. Input Amendment Numbers in Cell A4, D10 and E10 on Revenue sheet. The rest amendment numbers will automatically show up.
7. If MPOs have any notes, put numbers in Column C on Revenue and Programmed sheets, and explain at the bottom of the sheets.